



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	133	Service Delivery General Provisions	5/20/2010
Subchapter:	1	General Provisions	
Section	6	Responsibilities of the Division (N.J.A.C. 10:133-1.6)	

§10:133-1.6 Responsibilities of the Division

(a) The Division, through a Division representative, is responsible for:

1. Helping ensure that the family's children are safe and protected from abuse or neglect;
2. Explaining why the Division is involved with a family;
3. Telling the applicant what is expected from him or her and his or her children;
4. Explaining to the family the procedures to obtain the services requested;
5. Providing only those services agreed upon unless there is a court order or as otherwise authorized in N.J.S.A. 30:4C-12 and 15 and 9:6-8.18 and 29;
6. Listening and offering to help find solutions to problems;
7. Discussing progress on a regular basis;
8. Informing the client of changes in services that may affect the family;
9. Explaining when and under what circumstances the Division will terminate its involvement with the family;
10. Explaining that, for child protection investigations, collateral contacts will be made and for what purpose within the limitations of N.J.S.A. 9:6-8.10a;
11. Explaining the purpose of collateral contacts in child welfare services and that collateral contacts shall be made with the client's consent; and
12. Explaining that, depending upon the service received and the client's financial circumstances, the client may have a responsibility to reimburse the Division or pay directly for the service.

(b) Within 30 days of a child's out-of-home placement, the Division shall notify each adult relative of the child:

1. That the child's parent no longer has custody;
2. That the Division shall complete an assessment of each interested adult relative's ability to provide care and support of the child;
3. Of the requirements to become a licensed resource family parent in accordance with N.J.A.C. 10:122C and of the additional services and supports available to a child in out-of-home placement in accordance with N.J.A.C. 10:122D; and
4. Of the requirements to participate in the DYFS Legal Guardianship Subsidy Program in accordance with N.J.A.C. 10:132A.

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